

Interview Rubric – 100 points

Name: _____

Date: _____

Task	Rating	Score (Office Use Only)
Prepare to answer questions	16 – 17 – 18 – 19 – 20	
Prepare to ask questions	6 – 7 – 8 – 9 – 10	
Appropriate interview attire	6 – 7 – 8 – 9 – 10	
Appropriate body language	6 – 7 – 8 – 9 – 10	
Items brought to interview	6 – 7 – 8 – 9 – 10	
Appropriate answers to questions	6 – 7 – 8 – 9 – 10	
Thank you letter	6 – 7 – 8 – 9 – 10	
Personal reflection – future goals	6 – 7 – 8 – 9 – 10	
Use STAR method to answer questions	6 – 7 – 8 – 9 – 10	
Research the company	(not relevant for this assignment – but must do in future)	_____ out of 100 points

Explanation of Rubric Categories:

Prepare to answer questions – attempted to answer each of the 50 typical questions asked on an interview. Looked up questions that were hard and found out why employers ask that question and how to best answer that question.
Prepare to ask questions – researched and prepared questions to ask during the interview during your interview.
Appropriate interview attire – professional attire is 10 and goes down from there.
Appropriate body language – sitting straight paying attention and making eye contact, very few if any nervous tendencies.
Items brought to interview – references, portfolio
Appropriate answers to questions – The time spent preparing paid off, questions were answered confidently and without stress.
Thank you letter – sent timely and without prompting, appropriately formatted
Personal reflection – future goals for interview situations – to not to do and what to do better next time.
STAR method: describe a situation, then the tasks that were necessary for that situation, what action was taken and result.